

DUTY STATEMENT

CCTC-AGENCY xxx (REV 06/11)

		RPA #	EFFECTIVE DATE:
EMPLOYEE'S NAME		POSITION NUMBER (Agency - Unit - Class - Serial) 192-302-5237-003	
DIVISION/UNIT Legal Office		CLASS TITLE Legal Analyst	

You are a valued member of the Commission on Teacher Credentialing (CTC). You are expected to work cooperatively with all employees, our customers and members of the public to enable the CTC to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your commitment to treat others fairly, honestly, respectfully and professionally is critical to the success of the CTC's Mission.

BRIEFLY (1-3 sentences) DESCRIBE THE POSITION'S PRIMARY ROLE AND PURPOSE. PLEASE INCLUDE THE POSITION'S REPORTING RELATIONSHIP AND LEVEL OF INDEPENDENCE.

Under the direction of the Assistant Chief Counsel, the Legal Analyst will perform the following functions:

Percentage of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
60%	<p><u>ESSENTIAL FUNCTIONS</u></p> <p><u>Public Records Act/Information Practices Act/Other:</u></p> <p>Regularly and independently performs the analysis and drafts an appropriate response on legal issues, including requests for release of records under court order, subpoena, the Public Records Act and the Information Practices Act. Responds to sensitive high level inquiries concerning Commission actions, and coordinates requests to provide analytical support to employees and management of other divisions regarding data and records requests. Also responds to requests to seal records in conjunction with attorney staff.</p>
15%	<p><u>Committee of Credentials Back-Up Coverage:</u></p> <p>Assists with providing assistance in all aspects related to the Committee of Credentials (Committee). This includes scheduling hearings before the Committee; assuring that all legal requirements necessary to conduct the meeting of this statutory body are met for each meeting. Alerts an attorney if proceedings may violate the due process rights of any respondent. Interacts with respondent attorneys as well as unrepresented respondents to ensure that the Committee calendar is prepared with efficiency and in compliance with the legal requirements of due process. Organizes and prepares all correspondence related to procedures and outcomes for the Committee. Responds to procedural questions both orally and in writing from respondents and their counsel appearing before the Committee. Ensures that all Committee members' Travel Expense Claims (TEC) are prepared and input into the Calaters system for processing and payment.</p>
10%	<p><u>Cases Pending at the Office of the Attorney General (OAG) - Back-Up Coverage:</u></p> <p>Assists with providing support for the disciplinary cases pending administrative hearing in which the Commission is represented by the OAG. These tasks include preparation of the file for transmission, drafting the transmittal memorandum, ensuring that all credential information is correct, and coordinating with the assigned investigator or analyst and attorney to ensure that the file is complete. This may also involve providing support for prelitigation or litigation matters.</p>
10%	<p><u>Commission Meeting Agenda Back-Up Coverage:</u></p> <p>Assists with preparing all necessary documents for the Commission's agenda related to final actions on disciplinary cases, Petitions for Reinstatement, Proposed Decisions, Probation Violations, Defaults, and Consent Determinations.</p>

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5%	Marginal Functions: Provides assistance to legal staff on other issues as assigned.
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KNOWLEDGE AND ABILITIES

Knowledge of:
Basic legal concepts, terminology, principles and procedures; use of legal reference materials; role of a paralegal staff in a legal office.

Ability to:
Reason logically; analyze situations accurately and recommend an effective course of action; write effectively; prepare reports and summary sheets which set forth a statement of the facts, applications of relevant law and conclusions; read and understand statutes, court decisions, legal documents and similar material; prepare drafts of pleadings; draft litigation discovery documents, such as interrogatories and motions; work cooperatively with attorneys, clerical staff, technical staff and the general public. Demonstrated ability to act independently, to communicate effectively both verbally and in writing, and to assume increased responsibility.

DESIRED QUALIFICATIONS

- Excellent communication skills.
- Experience with and knowledge of the disciplinary licensure process and the Public Records Act.
- Skilled in using computer programs (Word, Excel, Outlook, Adobe, Microsoft Teams, Zoom, other).

INTERPERSONAL SKILLS

- An ability to communicate in a civil manner in a fast-paced environment.
- Address problems or complaints regarding departmental and/or work unit policies, procedures, and /or services/products routinely in a calm, courteous, and tactful manner.
- Interact with management, staff, and internal and external stakeholders, contributing to the overall efficiency and productivity of the work unit.
- Facilitate or lead a work group or team to accomplish work assignment objectives and goals.
- Direct and guide Intake staff on various State processes (e.g. websites, tools, programs, application processes) to provide information and/or resolve issues.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

Work Environment:

- Overtime may be necessary depending upon the situation (i.e. travel, attendance at conferences etc.)
- Requires prolonged sitting, use of telephones and computers, frequent contact with employees and some public contact. Requires mobility to various areas of the CTC and the ability to work business hours of 8 am to 5 pm.
- Demonstrates a commitment to perform duties in a service-oriented manner. Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and adheres to all policies and procedures.
- Requires fingerprint clearance.
- Has daily contact with CTC management and staff.

Physical Ability

- Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation

Mental Ability

- Ability to communicate clearly and tactfully; read and follow written and oral instructions; and to change tasks and work with multiple task assignments

Some of the requirements above may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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PERSONAL CONTACTS

- CTC management and staff
- Educators and the Public
- Stakeholders
- Commission and Committee of Credential members

LEVEL OF RESPONSIBILITY - ACTIONS AND CONSEQUENCES:

Incumbent will have a high level of responsibility to assure the accuracy of highly confidential files and legal notices. Failure to use good judgment in handling sensitive and confidential information could result in confidential and/or incorrect information being released to unauthorized person, and may result in adverse actions. The actions of the individual can and will affect the Commission's public responsibility and the safety of the children of California.

MANAGER/SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

MANAGER/SUPERVISOR'S NAME (Print)	MANAGER/SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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